

BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: 19 February 2003

Division: Growth Management

Bulk Item: Yes X No

Department Marine Resources

AGENDA ITEM WORDING:

Approval of a Request for Statements of Qualifications for engineering services to complete aerial photography, surveying, and preliminary engineering for wastewater improvements on Big Coppitt, Rockland, and Geiger Keys.

ITEM BACKGROUND:

The Commission considered a proposal by Key West Resort Utilities to fund aerial photography, surveying, and preliminary engineering on Big Coppitt, Rockland, and Geiger Keys. After discussion amongst staff including the County Attorney's office, it was determined that, though the need existed, the County would have to advertise the project in a competitive process. Therefore, staff is requesting to advertise the attached Request for Statements of Qualification.

PREVIOUS RELEVANT BOCC ACTION:

January 2003 – Discussion of providing funds to Key West Resort Utility to complete engineering services in the Big Coppitt area.

CONTRACT/AGREEMENT CHANGES:

NA

STAFF RECOMMENDATIONS;

Approval

TOTAL COST: None

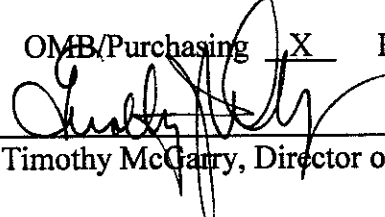
BUDGETED: Yes No

COST TO COUNTY: None at this point

SOURCE OF FUNDS:

REVENUE PRODUCING: Yes No X AMOUNT Per Month Year

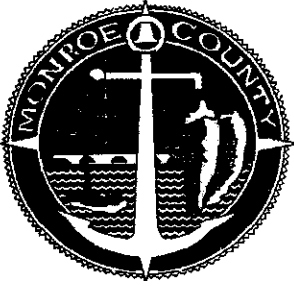
APPROVED BY: County Atty X OMB/Purchasing X Risk Management X

DIVISION DIRECTOR APPROVAL: 
Timothy McGarry, Director of Growth Management

DOCUMENTATION: Included X To Follow Not Required

DISPOSITION:

AGENDA ITEM NO.: 43



Monroe County

1100 Simonton Street
Key West, Florida 33040

Wastewater Engineering Services Request for Qualifications *Legal Notice*

Monroe County, pursuant to Florida Statutes, Chapter 287.055, Consultants Competitive Negotiations Act, is seeking Professional Engineering Consulting firms to enter into a Contract for Wastewater Utility Engineering Services for survey, aerial photography, preliminary and final design in preparation for a design/bid/build project for the Big Coppitt, Rockland, and Geiger Key areas of the Lower Florida Keys.

A copy of the Qualifications Package may be obtained from Ms. Lisa Cherry, Monroe County Purchasing Department, 1100 Simonton Street, Key West, Fl., 33040. (305)-292-4466

Firms or individuals desiring to provide professional services for this project shall submit six (6) copies of a Letter of Interest and completed Qualifications Package addressed to:

Ms. Lisa Cherry
Purchasing Department
Monroe County
1100 Simonton Street
Key West, Florida 33040-1239

Phone: 305-292-4466
Fax: 305-292-4515

All Qualifications Packages shall be sealed in envelopes plainly marked on the outside:

“Project Name: Big Coppitt Wastewater Engineering Services - Qualifications Package”

Qualifications Packages will be received until 5:00 p.m., local time, on Monday, the 31st day of March, 2003.

Review of the Qualifications Packages will be performed by a selection committee as determined by the Director of Marine Resources. The areas of consideration for determining the best firm or individual qualified include, but are not limited to the following:

- ◆ Qualifications and Expertise of Firm with Similar Work
Big Coppitt Wastewater Engineering Services

- ◆ Qualifications and Expertise of Assigned Staff with Similar Projects
- ◆ Understanding of Scope of Work
- ◆ Quality, Depth & Scope of Proposed Project Approach
- ◆ Past Performance History
- ◆ References
- ◆ Location Considerations
- ◆ Prior Work History with Monroe County, if any

Only those firms or individuals submitting letters of interest and completed qualifications packages which best meet the needs of the Florida Keys Aqueduct Authority will be considered for the requested services, regardless of past contracts with the Florida Keys Aqueduct Authority.

Additional information may be obtained by contacting George Garrett, Director of Marine Resources, 305-289-2507.

Request for Qualifications

“Big Coppitt Wastewater Engineering Services”

February 2003

Qualifications Package

Issued by:

Department of Marine Resources

Big Coppitt Wastewater Engineering Services

Monroe County
Request for Qualifications
“Big Coppitt Wastewater Engineering Services”

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PART I

GENERAL INFORMATION

A. Purpose

Monroe County desires to retain a professional engineering consultant(s) to provide the scope of services described below. Selection of the consulting firm(s) or individual(s) will be in accordance with Florida Statute 287.055. This Qualifications Package provides guidelines for the submission of letters of interest and qualifications information in response to this RFQ.

B. Scope of Services

- Wastewater Collection, Transmission, Treatment and Disposal
- Vacuum Sewer Systems
- Land Surveying
- Aerial Photography
- Various studies, reports, etc.

This scope of services may be expanded at the discretion of Monroe County to include other wastewater related engineering consulting assignments for the Big Coppitt, Rockland, Geiger Key Area.

C. Requirements of Consultants

Consultants interested in performing these services must exhibit considerable relevant experience with this type of work, and should emphasize both the experience and capability of particular personnel who will actually perform the work. Consultants should indicate any sub-consultants proposed to be utilized for the project.

Proposers, both corporate and individual, must be fully licensed for the type of work to be performed in the State of Florida at the time of RFQ receipt. The proposal of any proposer that is not fully licensed and certified shall be rejected.

Consultants shall carry and provide Monroe County proof of General Liability, Professional Liability, and Workers Compensation Insurance.

PART II

PROPOSAL DUE DATE

Sealed proposals in six (6) complete copies must be received at the Monroe County Purchasing Department no later than 5:00 p.m., local time, on Monday, the 31st day of March, 2003.

Firms or individuals desiring to provide professional services for this project shall submit six (6) copies of a Letter of Interest and completed Qualifications Package addressed to:

Ms. Lisa Cherry
Purchasing Department
Monroe County
1100 Simonton Street
Key West, Florida 33040

Phone: 305-292-4466
Fax: 305-292-4515

Big Coppitt Wastewater Engineering Services

All Qualifications Packages shall be sealed in envelopes plainly marked on the outside:

“Project Name: Big Coppitt Wastewater Engineering Services - Qualifications Package”

Proposals received by Monroe County after the time specified for receipt will not be considered. Proposers shall assume full responsibility for timely delivery at the location designated for receipt of proposals.

PART III SUBMISSION OF PROPOSAL

A. Incurred Expenses

Monroe County is not responsible for any expenses which proposers may incur preparing and submitting letters of interest and qualifications packages called for in this Request for Qualifications.

B. Interviews

Monroe County reserves the right to conduct personal interviews or required presentations on all proposers prior to selection. Monroe County will not be liable for any costs incurred by the proposer in connection with such interviews/presentations (i.e. travel, accommodations, etc.).

C. Proposal Acknowledgement

By submitting a qualifications package, the proposer certifies that he/she has fully read and understands the qualifications instructions and has full knowledge of the scope, nature, and quality of work to be performed.

D. Request for Additional Information

The proposer shall furnish such additional information as Monroe County may reasonably require. This includes information that indicates financial resources as well as ability to provide the services. Monroe County reserves the right to make investigations of the qualifications of the proposer as it deems appropriate.

E. Signature Requirements

Proposals must be signed by duly authorized official(s) of the proposing firm. Joint ventures or teams submitting proposals, although permitted and encouraged, will not be considered responsive unless it is established that all contractual responsibility rests solely with one firm or legal entity which shall not be a subsidiary or affiliate with limited resources. Each proposal shall indicate the entity responsible for execution on behalf of the proposal team.

F. Acceptance/Rejection/Modifications to Proposals

Monroe County reserves the right to negotiate modifications to proposals that it deems acceptable, reject any and all proposals, and to waive minor irregularities in the evaluation process.

PART IV INFORMATION REQUIRED OF PROPOSER – QUALIFICATION REQUIREMENTS

In order to ensure a uniform review process and to obtain the maximum degree of comparability, it is required that the qualifications packages be organized in the manner specified. The proposals should be assembled in the order listed below and utilize the headings given.

The qualifications package shall be bound no larger than a 2-inch three-ring binder with tabs separating the sections noted below. **Proposals submitted in notebooks larger than 2-inch or in any other type of binding will be considered non responsive and will not be considered for evaluation.**

A. Title Page

B. Table of Contents

C. Letter of Interest

Letter of Interest is limited to two pages and should include the name of the person(s) who will be authorized to make representations for the proposer, their title(s), and telephone number(s).

D. Section 1 – Consultant's Team

This section should identify the prime consultant, subconsultants, project staffing plan, and resumes. An organization chart of the firm should be included that identifies those individuals that will be most directly involved with MONROE COUNTY projects. Identify the Project Manager that will be responsible for day-to-day communication and coordination with Monroe County.

E. Section 2 – Firm Experience

The proposer should present recent (within the last 5 years), relative firm experience for the prime and subconsultants that is most similar to the requested scope of services. Specifically include information on the following:

I. General Wastewater:

1. Land Surveying
2. Aerial Photography
3. Preliminary Design Documents
4. Design/Build, Design/Bid/Build, and Design/Build/Operate Contracts
5. Various AWT treatment processes
6. Vacuum collection systems

F. Section 3 – Approach to Scope of Services

This section should include a statement as to the project understanding, planned project approach and tentative time frame of performance.

G. Section 4 – Office Location

Descriptions of primary project office location, address, and phone numbers should include the prime consultant and all subconsultants.

H. Section 5 – References

A list of client references should include name, address, telephone number, and contact person.

I. Section 6 – Qualification Forms

The proposer should complete the Qualification Forms provided in Attachment A. The forms can be copied for typed information or reproduced in word processing format. Forms may be submitted in duplicate, as needed, to present all relevant information.

J. Section 7 – Standard Forms 254 and 255

Attach one (1) completed set of forms for prime consultant and each sub-consultant listed.

K. Section 8 – Other Information

This section should include Proof of Insurance, Statement on Public Entity Crimes, applicable business and professional licenses and other information the proposer considers pertinent for consideration.

PART V PROPOSAL EVALUATION AND REVIEW PROCEDURE

Review of the Qualifications Packages will be performed by a selection committee as determined by the Director of Marine Resources. The areas of consideration for determining the best firm or individual qualified for the project include, but are not limited to, the following:

- ◆ Qualifications and Expertise of Firm with Similar Work
- ◆ Qualifications and Expertise of Assigned Staff with Similar Projects
- ◆ Understanding of Scope of Work
- ◆ Quality, Depth & Scope of Proposed Project Approach
- ◆ Past Performance History
- ◆ References
- ◆ Location Considerations
- ◆ Prior Work History with Monroe County, if any

The Monroe County selection committee will evaluate the submittals and create a shortlist of at least three prime consultants. The short-listed firms may then be invited to make presentations to the Monroe County Board of Commissioners at a future date. The presentations provide an opportunity for the proposer to clarify the qualifications package to Monroe County. The oral presentation will be incorporated into the final ranking of the short listed firms' overall evaluation. After deliberation, the Monroe County Board of Commissioners will make a final selection of the most qualified firm. A recommendation to begin negotiations with the selected firm will be made by the Selection Committee and approved by the Monroe County Board of Commissioners.

Selection is contingent upon the negotiation of a mutually acceptable contract with the successful proposer.

PART VI QUESTIONS REGARDING PROPOSAL PROCESS

Inquiries regarding this RFQ should be directed to:

Mr. George Garrett
Director of Marine Resources
Monroe County
2798 Overseas Highway
Suite 420
Key West, Florida 33040

Phone: 305-289-2507
Fax: 305-289-2536
E-Mail: garrett-george@monroecounty-fl.com

Written requests for clarification will be received until seven (7) days prior to the submittal date. Interested proposers may conduct self-guided site inspections prior to submitting a proposal. It is recommended that all shortlisted firms make a site inspection prior to presentations to the Monroe County Board of Commissioners.

Attachment A

Qualification Forms

Monroe County
Request for Qualifications
"Big Coppitt Wastewater Engineering Services"

A. GENERAL INFORMATION

1. Submitting Firm Name: _____
2. Type of Firm: Corporation _____ Individual _____ Other _____
3. If Corporation, complete the following:
 - a. Date Incorporated: _____
 - b. State Incorporated: _____
 - c. Date Authorized in Florida: _____
 - d. President(s) Name and Office Phone Numbers (If outside of Florida, Regional Vice Presidents): _____
4. If Partnership, complete the following:
 - a. Date Organized: _____
 - b. Type: General _____ Limited _____
 - c. Name of Partners: _____

5. Secretary of State's Charter Number (attach copy): _____
6. Florida State Board of Professional Engineering Business Registration Number: _____
Date: _____ (attach copy)
7. Federal Employer's Identification Number: _____
8. Do you carry Professional Liability Insurance? Yes _____ No _____
If yes, answer the following:
 - a. Policy Number: _____
 - b. Company Name: _____
 - c. Amount of Limits: _____
 - d. Expiration Date: _____

**Monroe County
Request for Qualifications
“Big Coppitt Wastewater Engineering Services”**

B. PAST AND CURRENT PROJECTS WITH FLORIDA KEYS:

List all projects Firm has completed and/or is presently involved with in the Florida Keys.

Project Name/Description	Owner	Year Completed (Actual or Estimated)	Construction Cost	Amount of Change Orders

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to the _____
(print name of the public entity)

by _____
(print individual's name and title)

for _____
(print name of entity submitting sworn statement)

whose business address is _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn

statement: _____.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or materiel misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means finding of guilt of a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or in formation after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes means:

1. A predecessor or successor of a person convicted of a public entity crime; or
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies).

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative hearings and the Final Order entered by the hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

Sworn to and subscribed before me this _____ day of _____, 19__

Personally known _____

Or Produced Identification _____ Notary Public – State of _____

(Type of identification) My commission expires _____

(Printed, typed or stamped commissioned name of notary public)